

Enter: Go directly to key pad below a/c thermostat.
Press 4242 (1) to disarm alarm – you have 45 seconds; when you leave, press 4242 (2) – you have 30 seconds.

CLEAN-UP CHECK LIST COMMUNITY BUILDING TRAILS WEST HOMEOWNERS ASOCIATION

NOTICE: No smoking is allowed inside the building. Further, the resident assumes personal responsibility and liability of alcohol served to guests and agrees to release the Trails West Homeowners Association, Inc., its members, directors, officers, and managers from any claims arising therefrom. (see contract, rule 17). **KEEP DECK CLEAR FOR INGRESS & EGRESS TO POOL, TENNIS COURTS & PLAYGROUND.**

REMINDER: PLEASE BRING YOUR OWN TRASH BAGS, NAPKINS, UTENSILS/DINNERWARE, ICE, AND CONDIMENTS. (OUR INSURANCE DOES NOT ALLOW FRYING FOOD IN THE CLUBHOUSE).

The security system will be armed when you enter, and you will be required to arm it on your departure. *If you will need hot water, flip the switch on the tank in the closet. The light bulb will come on. Be sure to flip the switch (and light) off when you leave.*

Check off the items on this list before leaving the premises. Turn in this form with the clubhouse key to management within 24 hours. (place clubhouse key and list in drop box if no one is in the guardhouse/office)

1. Collect all trash from in and around the building; place it in a plastic bag, and remove it from the premises.
(You must take the bags of trash home with you. DO NOT LEAVE THEM IN THE TRASH CONTAINER IN THE PARKING LOT) Areas to be cleared of trash include the clubhouse, bathrooms, parking lot, and outside decking and picnic area if used by you.
2. Clean kitchen counters, (DO NOT USE ANY COMMERCIAL CLEANER – ONLY USE REGULAR DISH SOAP), the stove top and oven, the microwave oven and the refrigerator, if you used them. You must provide your own cleaning supplies. Do not leave food in cabinets, ovens, or refrigerator.
3. Clean up all food and drink spills on the floor. Vacuum rugs, sweep floor and mop if necessary.
4. Check all tables, chairs, and upholstered furniture; clean up spills, crumbs, dirt, bits of paper/decorations, etc.
5. Make sure all folding chairs are properly stored in the closet.
6. Check all water faucets and plumbing fixtures to make sure water is turned off.
7. Turn off all lights, air conditioners and hot water heater before leaving. (Exception: the center row of ceiling lights are on a timer. They will stay on all night.)
8. Be sure the audio system and television are turned off.
9. Lock all windows and doors before leaving the building. Lock the hall door that leads to the bathrooms.

DATE: _____

Resident or property owner using facility